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11 August 1970

MEMORANDUM FOR: Chief, EPD

FROM : Records Administration Officer/OS

SUBJECT : Records - Preliminary Planning for ADP
Oriented System of Records Control

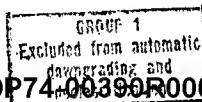
1. As the Agency Records Administration Program moves nearer each fiscal year to a planned machine system of records control, it is imperative that the Office of Security maintain its status as a contributing charter member to records systems. In this respect, it has been brought to my attention that an automated system of records control, possibly on an Agency-wide basis, is in the future. Naturally, such a system will require a great deal of planning, coordination, cooperation and contribution from all the various Agency components. Accordingly, in order to prepare the Office of Security in advance for whatever requirements may be levied upon us in the future in relation to an Agency oriented ADP records control system, there are certain measures that can and should be undertaken during this fiscal year. Such measures would include:

- a. The replacement of our present decentralized Records Control Schedule with an OS General Records Schedule;

There are several successful ones in the Agency - It is worth trying.

- b. The drafting and acceptance of a ^{General} ~~Subject~~ Records Series that will meet the requirements of all the Office of Security components ~~and parallel our General Schedule;~~

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- c. A listing of our various records media;
- d. A listing of the various type retention classes that would ensure both the life and death of our records;
- e. A listing of all the various type equipment utilized by the Office of Security for the storage of records;
- f. An inventory heading index that would meet the requirements levied upon us in the area of records inventories.

The inventory and schedules require this today
Today's schedules have this, I hope

The 1970 inventory was supposed to have this

2. Of the above, a, b and d would be the areas of our most concentrated efforts since coordination and agreement throughout all the offices of Security is necessary prior to the final preparation and adoption of the program. Accordingly, I have attached to this memorandum a proposed Machine Run Heading Index, a Subject Records Series, a listing of the various type records media, a Records Retention Class listing and a listing of equipment types. I have not attached a proposed General Records Schedule since this will be largely based on the acceptance, additions, deletions, etc., of the various attached listings.

3. The above is put forth for your review and consideration by the various Office of Security officials. Should it meet with approval, I will begin the preliminary implementation of the plan which I believe I may be able to complete by January 1971.



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Attachments:
As Stated

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MACHINE RUN HEADING

INDEX

O	-	OFFICE
FI	-	FILE IDENTIFICATION
L	-	LOCATION
C	-	CUSTODIAN
SN	-	SCHEDULE NO.
I	-	ITEM NO.
M	-	MEDIA
RC	-	RETENTION CLASS
FA	-	FILE ARRANGEMENT
ID	-	INCLUSIVE DATES
SR	-	SIZE OF RECORDS
SE	-	STORAGE EQUIPMENT
EO	-	EQUIPMENT OCCUPIED
RV	-	RECORDS VOLUME
RD	-	RECORDS DESTROYED

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SUBJECT OF RECORDS SERIES
(Cols. 25-27)

1. ADMINISTRATIVE
2. AUDIT
3. AUTOMATIC DATA PROCESSING
- 4. BRIEFING
5. BUDGET
- 6. CABLES
7. CHRONOLOGICAL FILES
8. COMMUNICATIONS
9. COMMITTEE
- 10. CONTRACT
- 11. COUNTRY
12. DIRECTIVES, NOTICES, REGULATIONS
13. DOCUMENT CONTROL
14. FINANCE
15. HISTORY
16. INDEXES AND LISTINGS
17. LEGAL
18. LIAISON
19. LOGS
20. OPERATIONAL
21. PERSONNEL
22. POLICY AND PLANS FILES
23. PROCUREMENT
24. PROGRAM
25. PROJECT
26. PUBLIC
27. REAL ESTATE AND PROPERTY
28. RECORDS MANAGEMENT
29. REPORTS
30. RESEARCH AND DEVELOPMENT (Inc. Ext)
31. SECURITY
32. SPECIAL ACTIVITIES
33. STATISTICAL
34. SUPPLY
35. TRAINING
36. TRAVEL
37. WORKING PAPERS

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DISPATCHES

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RECORDS MEDIA
(Cols. 33-34)

1. CARDS - 3x5
2. CARDS - 4x6
3. CARDS - 5x8
4. CARDS - ~~IBM~~ TAB
5. FILM - MICRO
6. FILM - MOTION PICTURE
7. FILM - NEGATIVES
8. PAPER - 2
9. TAPES - MAGNETIC
10. TAPES - SOUND

Reels 16-35 -
Microfilm
Apperture Cards
Chips
Super Fiches
neg., fine grain positive, work print
Positives
Computer Recorder
Punches
TV

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RECORDS RETENTION CLASS
(Cols. 35-37)

CODE

- 01 PERMANENT - Hold indefinitely in Office of Record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the A&RC.
- 02 PERMANENT - Cut off at end of 1 year, hold 1 year, and retire to the Archives and Records Center.
- 03 PERMANENT - Cut off at end of 1 year, hold 2 years, and retire to the Archives and Records Center.
- 04 PERMANENT - Hold indefinitely in the Office of Record until termination of active status plus 6 months, and retire to the Archives and Records Center.
- 05 TEMPORARY - Destroy when superseded, documents destroyed, or transferred, or no longer needed for reference.
- 06 TEMPORARY - Cut off at end of 1 year, hold for 1 year and destroy, or transfer to Office of Record for action.
- 07 TEMPORARY - Hold indefinitely in Office of Record until termination of active status plus 6 months. Screen and destroy; or transfer records to other files, offices, or A&RC as appropriate. Archives and Records Center destroy after number of specified years.*
- 08 TEMPORARY - Cut off at end of 1 year, hold for 6 months to 1 year, and retire to the Archives and Records Center. Archives and Records Center destroy after number of years specified.*

* 1 - 99 TEMPORARY - Number of years to be retained in the Archives and Records Center.

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CODE

- 09 TEMPORARY - Cut off at end of 1 year, hold for 2 years and destroy.
- 10 TEMPORARY - Retain 3 months and destroy.
- 11 TEMPORARY - Cut off at end of 1 year, retain additional 3 years and destroy.

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TYPE OF EQUIPMENT
(Cols. 44-46)

CODE

01	Book Cases
02	Book Shelves <i>2 drive</i>
03	Cabinets - 4-Drawer File <i>7 drawer type</i>
04	Cabinets - 5-Drawer File - Letter
05	Cabinets - 5-Drawer File - Legal
06	Cabinets - 10-Drawer (3x5)
07	Cabinets - 10-Drawer (Tab Card)
08	Cabinets - Over Safe Storage
09	Conserva File - Full Space <i>2 1/2</i>
10	Kardex - 5x8
11	Magnetic Tape Racks
12	Map Cases - Pigeon Hole
13	Map Cases - 10-Drawer <i>2 1/2</i>
14	Open Shelf <i>2</i>
15	Open Storage (Not 09, 14)
16	Power File
17	Safes - 2-Drawer (Include Desk)

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18	Safes - 4-Drawer - Letter
19	Safes - 4-Drawer - Legal
20	Safes - 5-Drawer - Letter
21	Safes - 5-Drawer - Legal
22	Safes - 5-Drawer - Card
23	Tub Trays

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